

## Employment Opportunity - Equal Opportunity/Affirmative Action Employer

The city believes a diverse work force adds quality and perspective to services we provide to the public.



**On-Line:** [www.bouldercolorado.gov](http://www.bouldercolorado.gov)

**Phone Number:** (303) 441-3070

**Fax Number:** (303) 441-3049

**Street Address:**

**Mailing Address:** P.O. Box 791, Boulder, CO 80306

1101 Arapahoe, 1<sup>st</sup> Floor, Boulder, CO 80302

**An application is required for all City of Boulder jobs.**

**Applications must be received by noon at 1101 Arapahoe on the closing date. No exceptions.**

Requisition ID:	<b>2534</b>
Position code:	<b>8169</b>
Job Title:	<b>Human Services Planner</b>
Department:	<b>Housing and Human Services/Administration and Planning</b>
Hiring Range:	<b>\$60,150 - \$72,190 Annually (DOQ)</b>
Salary Range:	<b>\$60,150 - \$96,250 Annually</b>
Grade:	<b>MGMT-F</b>
Work Schedule:	<b>Full time. Generally, Monday – Friday 8:00 a.m. – 5:00 p.m. May require evenings and weekends.</b>
Application Deadline:	<b>Open Until Filled</b>

### **OVERALL JOB OBJECTIVE:**

Under minimal supervision, to manage and coordinate complex human services planning projects; to evaluate the long term planning impacts of Division, Housing and Human Services Department (HHS) and community projects and plans; to analyze research, data, and assessments; to participate in policy recommendations; to conduct research on human service issues; and to perform related duties as required.

### **DUTIES AND RESPONSIBILITIES:**

1. Manages and coordinates the coordination and implementation of human services planning projects and reports, involving city and community impacts and working with multi-agency staffs and committees. This includes the following:
  - Assesses and manages short and long range planning projects to implement the department's work program and to achieve Department and City Council goals; including coordinating human service projects across the department and community.
  - Negotiates agreements and serves as liaison between the city and the department and other public and private entities and organizations.
  - Researches, analyzes and identifies issues relevant to planning reports.
  - Collaborates on developing alternatives and priorities for planning projects.
  - Makes recommendations for policy options and resource allocation for projects.
  - Writes project reports, develops plans, and identifies strategies to implement them.
  - Tracks the implementation of plans.
  - Establishes project timetables and work programs.
  - Conducts staff, team, and other meetings.
  - Coordinates project activities with other departments, units of governments, school districts, and other community based organizations and the public.
  - Makes presentations at public meetings, boards and commissions and advisory committee meetings.
2. Serves as a liaison to community groups, governmental agencies, and others concerned with planning issues. This includes the following:
  - Coordinates preparation for Department Advisory Boards, city council meetings and study sessions, including writing and assembling documents and reviewing materials.
  - Represents the Department/City at public meetings.
  - Provides technical assistance to advisory groups, boards, committees, and the public.

3. Coordinates with project managers in HHS, to review and evaluate the short and long-term planning impacts of public projects and policy, to address issues related to city and community human service planning. Works with staff of four Department Divisions to identify, coordinate and manage the department's human services planning projects. Coordinates closely with Community Services, Senior Services and Children Youth and Families Divisions on human services policy and planning issues and projects.
4. Collects and maintains general human services data and performs analysis. Produces reports for both internal and external presentations.
5. Identifies potential sources of funding for projects.
6. Updates job knowledge continuously, remains aware of, and is sensitive to community issues impacting the planning process.
7. Develops and administers contracts for consultants working on human service contracts.
8. Initiates actions that promote excellent customer service.
9. Other:
  - Works collaboratively and effectively as an inter-divisional and inter-departmental team member.
  - Attends department staff, team and city meetings.
  - Stays knowledgeable and up to date of trends in the field.
  - Participates in professional development trainings as outlined in annual performance review.
  - Commits to the principles and practices outlined in the Housing & Human Services Organizational Culture Document and city policies.
  - Performs related duties as required by management to meet the needs of the department and city.
  - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
  - Responsible for knowing and complying with all city and department policies and procedures; providing leadership and oversight for insuring adherence to the city and department attendance and employment policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

The City of Boulder is committed to hiring employees who provide excellent customer service. Our employees communicate courteously and responsively with the public, and co-workers. Our employees act with a high level of integrity and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

Masters degree in Planning, Public Administration, Business Administration, Economics, Human Services or related field plus a minimum of five years of planning experience, policy analysis, or any equivalent combination of education and/or experience. Excellent verbal and written communication skills. Demonstrated analytical and organization skills. Strong negotiation and community collaboration skills. Ability to work in fast-paced environment under limited supervision. Familiarity with planning and data analysis software. Familiarity with public and private human service financing strategies and mechanisms. Valid Colorado driver's license. Have and maintain acceptable background information, including criminal conviction history, motor vehicle record and credit history.

#### **DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Knowledge and understanding of the human services community, including organizations and service delivery systems. Familiarity with human service data base resources and statistical analysis

**WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical and Mental Effort: Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review, evaluate and prepare a variety of written documents and materials. Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable environment. Works in a setting subject to continuous interruptions and background noises.

Machines and equipment used include, but are not limited to the following: City vehicle. Frequently uses standard office equipment including personal computers, telephones, calculators and copy/fax machines.

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.